



# Duty Statement

Classification: **Investment Officer II**

Position Number: **275-635-4671-xxx**

HCM#: **8194**

Branch/Section: **Investment Office/ Trade Operations**

Location: **Sacramento, California**

Telework: **Office-centered**

Working Title: **Investment Trade Analyst**

Effective Date: **April 1, 2022**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** ☒ **No**

CalPERS is the nation's largest public pension fund with investments in both domestic and international markets. The Investment Office (INVO) is responsible to invest and manage assets with the goal to generate total returns on a long-term basis while managing risk. Investment Trade Management Operations is responsible for timely and accurate transaction confirmation and settlement. The team is responsible for complete and accurate trade communication to our custodian bank and broker dealer community, to ensure proper custody and accounting operations. This is a cross-asset team supporting portfolio management and trading of equities, fixed income, and derivatives. The team helps ensure INVO has the necessary procedures and controls in place so that CalPERS global trading activity is resulting in the proper outcome.

Under the direction of the Associate Investment Manager (AIM), Investment Operations, the Investment Officer II (IOII) is primarily responsible for managing trading activity, establishing processes for new strategies, and system enhancements. The IO II will offer insight and actively participate in the development of workflows for trading strategies, market regulations and taxes, in addition to developing and applying processing changes as needed. The IO II will maintain a positive team management approach while demonstrating CalPERS' Core Values of Quality, Respect, Integrity, Openness, Accountability, and Balance in accordance with personal work ethic in alignment with CalPERS Investment Beliefs.

## Essential Functions

- 45% Independently monitor trade order management systems and matching utilities for new trade transactions and analyze priority and complexity of each trade. Evaluate trades for accuracy and completeness. Confirm trade details and settlement instructions with brokers/dealers on trade date. Communicate trade details and settlement instructions to bank custodians. Monitor the settlement of trade transactions via Custodial Bank systems and staff. Research and resolve any trade settlement problems with the custodian and/or brokers/dealers prior to settlement date. Monitor Microsoft Outlook for open trades and failed trades notifications from the custodian and/or brokers/dealers. Input and monitor failed trades via a fail tracking system until settlement occurs. Coordinate and maintain the derivative collateral management process which includes an understanding of funding protocols and structural design of funds to ensure they are identified accurately. Calculate and confirm counterparty exposure and instruct collateral pledges and receipts. Report custodian trade processing service level agreement breaches to the INVO Custody Management team. Establish and maintain satisfactory working relationships with front office staff, brokers/dealers, and custodian bank representatives.

- 40% Work with vendors, counterparties, and custodians to ensure optimal utilization of business tools, such as our Order Management Systems, Trade Matching Utilities, Research Applications, and vendor portals. Respond to various requests from Master Custodian related to global tax and market regulations. Stay attuned to technical changes in the order management systems, confirmation, and settlement systems. Implement new features and services offered by vendors, counterparties, and custodians. Adhere to industry best practices and suggest changes to internal process which lead to stronger trade operations. Report escalated issues and process gaps to IO III and AIM.
- 10% Research and develop back-office functions for special projects or new internal trade programs which have been or will be presented to the Board for approval. Act as part of the project implementation team. Attend information gathering meetings. Identify and develop new and/or alternative back-office solutions. Draft, implement, and maintain procedures.
- 5% Assist the lead and participate on project teams, special initiatives, and committees, as requested by the AIM. This will include participation in the management and overall decision-making process for Trade Operations, specifically related to trade processing and changes or updates to the order management systems.

## **Desirable Qualifications**

- A comfort and appreciation for operating in a team and consensus driven environment is a key aspect underlying success in the CalPERS environment.
- A high degree of initiative, professionalism, confidentiality, and able to work well under pressure in a fast-paced environment.
- Be flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established timelines and courses of action.
- Excellent written and verbal communication, attention to detail, and organizational skills.
- Flexibility to handle new functionality and learn new skills to support investment strategies or products.
- Strong proficiency in Microsoft Office Applications, particularly Microsoft Excel.
- Ability to work in a team environment and work on multiple projects and priorities.
- Experience in business analysis and design for investment systems, including analyzing business requirements and developing technical specifications.
- Strong analytical skills with keen attention to details.
- Bachelor's or Master's degree in finance, economics, mathematics, or other similar technical field.

## **Working Conditions**

- This position is designated office centered and works primarily on site.
- Combination of computer work and team meetings.
- Fast-paced environment; direct interaction with all levels of all asset's classes/divisions in INVO.

## **Conduct, Attendance and Performance Expectations**

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

**Employee Name:**

**Employee Signature:**\_\_\_\_\_ **Date:**

I certify that the above accurately represent the duties of the position.

**Supervisor Signature:**\_\_\_\_\_ **Date:**